

Policy: 4630 Procedure: 4630.03

Chapter: Community Corrections
Rule: Interstate Compact Referral

for Courtesy Supervision of ADJC Juveniles Residing in

**Another State** 

Effective: 06/12/06 Replaces: N/A

Dated: 06/09/06

## Purpose:

The Arizona Department of Juvenile Corrections (ADJC) is responsible for referring ADJC juveniles who will be residing in another State for Interstate Compact for Juvenile (ICJ) Supervision prior to transfer to the receiving State.

## Rules:

- 1. As soon as the Community Parole Officer or Secure Care Caseworker determines that, in the best interest of the juvenile and family, permanent residence in another state is appropriate **S/HE** shall submit a referral packet for Interstate Compact Services.
  - a. The **PAROLE OFFICER OR CASEWORKER** shall make the referral by submitting three Interstate Compact packets to the Arizona Interstate Compact for Juveniles (ICJ) Office. Each of the packets shall include:
    - i. Cover letter;
    - ii. Interstate Compact Forms I-A/VI and IV;
    - iii. Continuous Case Plan/CAPFA Assessment;
    - iv. Commitment Order/Original Petition;
    - v. Signed Conditions of Release;
    - vi. Update psychological report;
    - vii. Social history:
    - viii. Medical records;
    - ix. School transcripts/Records;
    - x. Picture of juvenile;
    - xi. Any other pertinent information.
  - b. If the juvenile is residing in the community, the **PAROLE OFFICER** shall complete and submit the packets;
  - c. If the juvenile is incarcerated in a secure facility, the CASEWORKER shall complete and submit the packets. Regardless of who has the primary responsibility, the PAROLE OFFICER AND CASEWORKER shall work together to ensure the three packets are completed thoroughly and in a timely manner.
- 2. The **PAROLE OFFICER OR CASEWORKER** shall submit the referral packets (original and two copies) to the Arizona ICJ Office at least 60 days prior to a juvenile's departure to the receiving state.
  - a. If the transfer to the receiving state is an emergency or special needs transfer, the PAROLE OFFICER OR CASEWORKER shall immediately prepare these packets and contact by telephone the Deputy Compact Administrator with details relevant to the transfer;
  - b. The **DEPUTY COMPACT ADMINISTRATOR** shall immediately notify the ICJ Office in the receiving state and request an expedited review or any other special request.
- 3. The ARIZONA (ICJ) OFFICE shall review all submitted packets to ensure the packets are thorough and all mandatory forms and information is present. Within 48 hours of arrival of the packets in the Arizona (ICJ) Office the DEPUTY COMPACT ADMINISTRATOR OR DESIGNEE shall:
  - a. Review and approve all Interstate Compact requests;

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- b. Mail all packets to the Interstate Compact Office of the receiving state within 72 hours of arrival in the Arizona (ICJ) Office.
- 4. Upon receiving notification by the Arizona ICJ Office of verbal or written approval by the receiving state the **PAROLE OFFICER OR CASEWORKER** shall:
  - a. Notify the juvenile's family of the acceptance by the receiving state;
  - b. Complete an ADJC Administrative A-Form and an ICJ Form V;
  - c. Fax the approved A-Form, signed Continuous Case Plan/Conditions of Supervision, and ICJ Form V to the Arizona ICJ Office prior to the juvenile traveling to the receiving state;
  - d. Provide the juvenile and family with copies of these documents.
- 5. The **PAROLE OFFICER OR CASEWORKER** with assistance of the juvenile, family and the Arizona (ICJ) Office shall prepare travel arrangements to the receiving state and arrange all other forms of transportation.
- 6. The ARIZONA ICJ OFFICE shall:
  - a. Arrange all airline transportation to the receiving state:
  - b. Notify the juvenile's date of arrival and details of the travel arrangements;
  - c. Fax to the Interstate Compact Office of the receiving state, copies of the signed Conditions of Supervision, ICJ Form V, and any other pertinent information necessary for a successful transition.
- 7. The **PAROLE OFFICER** shall maintain the transferred juvenile's case on his caseload and be responsible for monitoring the case with the assistance of the Arizona ICJ Office.
- 8. The **ARIZONA ICJ OFFICE** shall arrange the transportation of any juvenile returning to Arizona. If a juvenile is returned to Arizona, the **PAROLE OFFICER** shall be responsible for the juvenile's supervision, parole violation investigations and Due Process hearings.

Effective Date:	Approved by Process Owner:	Review Date:	Reviewed By: